

**DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS-ATASCADERO  
PERSONNEL OFFICE**

<b>JOB CLASSIFICATION: PERSONNEL SPECIALIST</b>
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**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

**As a generalist, performs difficult and complex duties in a variety of functional areas of personnel transactions for an assigned group of reporting units or classifications.**

**20% ATTENDANCE REPORTING**

Report attendance for regular time worked for caseload of up to 300 employees according to work week group and Bargaining Unit of each class; verify roster of monthly and semi-monthly employees each 21 and 22 day period. **Payroll input processing on-line keying of semi-monthly regular pay and intermittent pay; certify master payroll for monthly employee's regular pay.** Process necessary retroactive adjustments to negative and/or positive attendance; process salary advances for warrants not received; complete necessary documentation to receive payment for clearing the salary advance in a timely manner. Verify warrant registers received, auditing for various miscellaneous deductions to be withheld, as well as correct position number, payment type and days/hours paid.

**20% PERSONNEL ACTION TRANSACTIONS**

**Process Personnel Action Request transactions for all appointments, miscellaneous changes, and separations. Key on-line into PIMS system.** Utilize extensive knowledge of Personnel Action Manual, Payroll Procedures Manual, CalHR Laws and Rules, CalHR Pay Scales, DSH-Atascadero policy, and State Controller's Office processes. May also involve interaction with other State Agencies and various DSH-Atascadero departments. Update and process documents related to Personnel Action Request transactions (i.e. roster card, 672, Time and Attendance Reports, verifying payment accuracy for PAR documents such as shift changes, pay range changes, lump sum, recruitment and retention, bilingual payments, pay differentials etc.). Update and have knowledge of the Affordable Care Act and system keying.

**15% DISABILITY TRANSACTIONS**

Supply employees with information regarding disability benefits based on Bargaining Unit contracts, CalHR Laws and Rules, Government Codes, Labor Codes, State Controller's Office policies and procedures, the State Administrative Manual and DSH-Atascadero policy. **Notify affected employees of benefit options and monitor selection. Follow case from beginning to closure, process all documentation.** Works with the Employment Development Department to ensure accurate compensation to employee. Update retroactive approval; monitor state service and leave credit usage; keep employee informed of benefit status.

15% LEAVE ACCOUNTING

Utilize knowledge of the Leave Accounting System to determine leave system eligibility on all employees. **Key all LSE employees onto LAS on-line; track all NLSE employees on Leave Record Cards. Collect all 634 Time Worked Reports from each DSH-Atascadero department each pay period to audit leave usages. Monitor for Leave Without Pay or Unauthorized Dock situations and process necessary documentation to assure accurate pay is requested/released.** Post each employee's usages every pay period onto the 672 Time & Attendance Report and key into LAS. Audit of timesheet includes monitoring appropriate usages of leave based on Bargaining Unit Contracts and verifying substantiation when appropriate. Post Leave Record cards as needed.

15% SPECIAL PAY PROCESSING

**Audit timesheets for overtime worked.** Determine eligibility for pay or time based on work week group and bargaining unit. Request pay from appropriate blanket based on Fair Labor Standards Act information. **Verify eligibility and process payments of special miscellaneous pay for eligible employees.** Including: out-of-class, RN shift lead, RN educational differential, Medical Officer of the Day, shift differential, etc. Key all overtime and special miscellaneous pay on the PIP system. Utilize appropriate documents to correct discrepancies. Verify receipt and release of accurate payments to employees. Identify and process documents that cannot be keyed on-line.

10% EMPLOYEE BENEFITS PROCESSING

Inform DSH-Atascadero employees of available benefits and determine eligibility. Benefits include: health, dental, vision, consolidated benefits, flex elect, deferred compensation, life insurance, long-term disability, voluntary personal leave program, alternate work schedules, Family Medical Leave Act, etc. Process documentation, auditing for errors. Requires extensive knowledge of available benefits and a willingness to incorporate continuous updates into that knowledge. Assist employees with problems regarding benefits. Act as a liaison between the employee and the California Public Employees Retirement System, State Controller's Office, California Human Resources or DSH-Atascadero. Discretion is necessary as much of this information is confidential or sensitive in nature.

5% PROCEDURE IMPLEMENTATION AND UPDATE

**Keep informed of all changes in policies and procedures affecting personnel transactions.** Involves various sources including CalHR, LAS, SCO, CalPERS, DSH-Atascadero, MOU'S, and various vehicles such as pay letters, leave accounting letters, payroll letters, management memos, administrative documents, PERS circular letters, personnel letters, personnel management letters, bargaining unit contracts, etc.

## **2. SUPERVISION RECEIVED**

Personnel Supervisor I

## **3. SUPERVISION EXERCISED**

N/A

## **4. KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:** Current office methods, procedures, equipment, and basic math principles.

**ABILITY TO:** Think logically, multitask, and apply laws, rules, regulations and bargaining contract provisions concerning personnel transactions; independently interpret and use reference material; give and follow directions; gather data/design and prepare tables, spreadsheets, and charts; advise employees of their rights; consult with supervisors on alternative actions which they may take on various transaction situations; communicate effectively; operate a computer keyboard/terminal; establish and maintain cooperative working relations with those contacted during the course of the work; organize and prioritize work; create/draft correspondence; maintain personnel records.

## **5. REQUIRED COMPETENCIES**

### **INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

### **CPR**

N/A

### **MANAGEMENT OF ASSAULTIVE BEHAVIOR**

N/A

### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

### **SITE SPECIFIC COMPETENCIES**

In depth knowledge of Personnel policies, laws, rules and regulations as applied to Personnel Transactions.

**TECHNICAL PROFICIENCY (SITE SPECIFIC)**

Ability to operate computer to access State Controller's Office database to perform complex Personnel Transactions. Ability to create professional correspondence, key data in Microsoft Excell and Microsoft Word. Ability to operate a fax machine and copy machine.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

**6. LICENSE OR CERTIFICATION**

N/A

**7. TRAINING – Training Category = 10**

The employee is required to keep current with the completion of all required training.

**8. WORKING CONDITIONS**

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential functions.

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Employee Signature

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Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewing Supervisor Signature

\_\_\_\_\_  
Print Name

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Date